

ADMINISTRATIVE-INTERNAL USE ONLY

22 March 1973

MEMORANDUM FOR: Component Personnel Officer

SUBJECT : Use of Sick Leave in Maternity Cases

1. It has come to our attention that some employees are being incorrectly permitted to use sick leave during a period of Maternity Leave approval. [REDACTED] authorizes the use of sick leave up to eight (8) weeks after delivery of a child. Beyond that annual leave and LWOP are to be used. To assure sick leave is not misused, we have prepared the attached memorandum to Time and Attendance Clerks.

2. Would you be sure that each Time and Attendance Clerk in your Component receives a copy of the attached statement and provide any guidance which may be necessary.

3. As part of this effort, we have changed the statement on LWOP (Maternity) 1152's to read as follows:

"LWOP to be effective after the use of sick and annual leave in accordance with [REDACTED]"

Would you please ask your typist to add this statement when she types LWOP (Maternity) 1152's.

[REDACTED]
Chief, Staff Personnel Division

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